



Village of Walton Hills

Building Department

Kevin Hurst – Mayor / Safety Director

Bob Apanasewicz
Chief Building Official

ROOFING PERMIT APPLICATION

Complete Tear Off Is Mandatory

Permit # _____ Fee: _____ Estimated cost: _____ Date: _____

Project Address: _____

Property Owner Name: _____

Property Owner Address (if different): _____ Phone No: _____

City: _____ State: _____ Zip: _____

Roof Project Type:

House _____ /Garage _____

Garage Only (Peaked) _____

Commercial Sq. Ft. _____

Manufacturer _____

Shingle Color _____

Shingle Year _____

Contractor Information:

Contractor Name: _____

Address: _____ Phone No: _____

City: _____ Zip: _____ Fax No: _____

AUTHORIZATION:

The undersigned states that he/she is the owner of the property or authorized agent for the owner of the project address.

1. This permit is granted on condition that all work is done according to the ordinances of the Village of Walton Hills, and all Building Code Laws of the State of Ohio and/or of the Village of Walton Hills and any restrictions. On failure to do so, this permit may be revoked and/or fines and penalties may be imposed.
2. This permit holder or his agent shall notify the Building Division 24 hours in advance for inspection, please call 440-399-0850 to schedule your inspection.

Applicant Signature: _____ Date: _____

NOTE: All permits are required to be inspected. It is the responsibility of the contractor or applicant to arrange and schedule all inspections with the property owner and the Building Department. Failure to do so is in violation of Village Ordinance.

Alterations or replacements to existing structure

Administrative fee	\$10.00
Base fee	25.00
Replacement of existing roof, per 1,000 square feet at plus 1% of the total for state fee	5.00



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ROOF GUIDELINES

FOLLOW CURRENT VILLAGE ORDINANCES AND CODES AS ADOPTED BY THE STATE OF OHIO

GENERAL INFORMATION FOR INSTALLING A RESIDENTIAL ROOF

TO DETERMINE ROOF VENTILATION REQUIREMENTS PERFORM THE FOLLOWING CALCULATION:

If roof vents *AND* soffit vents are being used, use the following calculation:

Square footage of the roof area _____ divide by 300= _____ Square foot of required ventilation.

If roof vents *AND* soffit vents are NOT being used, use the following calculation:

Square footage of the roof area _____ divide by 150= _____ Square foot of ventilation required.

CODE REQUIREMENTS FOR INSTALLING A ROOF

- Adequate ventilation is required, perform above calculations and provide to inspector upon request.
- Tear off is required with 2 or more layers of more.
- Tear off is required if roof is water-soaked.
- Ice guard protection is required starting from the edge of the eave or soffit to a minimum of 24 inches past the exterior wall line of the building, **inspection required.** Some Manufacturer's require the ice guard to start at the bottom edge of the fascia board, behind the gutter. **Penalty for covering up without inspection may apply.**
- All roof coverings shall be installed in accordance to the manufacturer's instructions.
- A minimum of 15-pound felt shall be used but 30-pound may be required, follow manufacturer's instructions.
- Base and cap flashing shall be installed in accordance to the manufacturer's instructions.
- Complete tear off is required if existing roof shingles are curled or if existing roof covering is slate, wood, shake, clay, cement or asbestos-cement tiles.
- All damaged, water-soaked or deteriorated sheathing shall be replaced.
- **Call 24 hours in advance for ice guard and final inspections.**
- See the ORC and Chapter 15 of the OBC for other requirements.

IF ANY OF THE ABOVE IS NOT COMPLETE AT TIME OF INSPECTION, A RE-INSPECTION FEE MAY APPLY